



**Kentucky Personnel Cabinet**  
**501 High Street**  
**Frankfort, KY**

**IC Memorandum 12-24**

**TO:** KEHP/KGLI Insurance Coordinators and Billing Liaisons

**FROM:** Department of Employee Insurance – Kentucky Employees' Health Plan  
Kentucky Group Life Insurance  
Division of Technology Services

**SUBJECT:** Meeting Minutes for June 7, 2012 NCP Benefits and Benefits Accounting User Group (School Boards)

**DATE:** July 9, 2012

Minutes from the June 7, 2012 NonCommonwealth Paid (NCP) Benefits and Benefits Accounting User Group are attached (School Boards).

Highlights of the meeting include:

- **Employee Self Service User Guide** – updating for use all year for new employees not just Open Enrollment (OE); available on website soon
- **Billing Reconciliation** – two-way communication between all ICs/BLs and DEI/KGLI staff more critical in KHRIS
  - What is on bill comes from enrollment system; ensure enrollment information up to date and correct
  - Deleting items on the bill doesn't correct issue; work with DEI/KGLI contact to correct
- **Billing Dates** – Current schedule cannot be moved; can't possibly meet needs of all agencies with any one schedule
  - Schedule is posted on [KEHP.Ky.gov](http://KEHP.Ky.gov) title NCP KHRIS Operations Calendar
- **Billing Close Process Changed** – bills must be closed monthly to meet auditing requirements
- **KHRIS System Updates/Enhancements** – Humana interface has been updated and should correct multiple issues
- **Notes on Bills** – it's important to continue to add notes to bills
  - DEI developing report to pull notes related to terminations; research with IC and ensure member terminated from health insurance

Please review attached meeting minutes for more details.